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ABSTRACT

This workbook is designed to help librarians learn the correct way of applying cataloging tools, identifying errors in both original and copy cataloging, and maintaining proper authority control for more complete access. Chapter 1, "MARC Format," includes: introduction; families of tags; families of tags exercises; 008 (header) information, bibliographic records; 008 field exercises; indicators; tagging exercises; series; series exercises; and error identification exercises. Chapter 2, "Anglo-American Cataloguing Rules, 2d ed., 1988 Revision," includes: introduction; areas exercises; general exercises; part 1 AACR2R exercises; part 2 introduction; personal authors exercises; corporate bodies exercises; geographic names exercises; choice of access points; choice of access points exercises; uniform titles; and uniform titles exercises. Chapter 3, "Authority Control," includes: format of authority records; references -- see from and see also references for personal names, corporate bodies, subject headings, geographical names; references exercises; and authority control exercises. The publication also includes a section of templates; a bibliography listing 18 references; and an answer key for all the exercises. (DLS)

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